

Quick Reference Guide for NF-1735 Supervisor and Training Coordinator Approval Roles



You have been designated as an approver for NF-1735s in SATERN.
You will first get a notice via email informing you that you have an action in SATERN.

Date: Wed, 21 Jun 2006 11:32:30 -0400 (EDT)
From: NASA-saturn@nasa.gov
To: rebecca.d.howlett@nasa.gov
Subject: Initial Approval Approval Required for doe john
X-Proofpoint-Spam-Details: rule=notspam policy=default score=0 mlx=0 adultscore=0 adjust=0 reason=mlx engine=3.1.0-0606200000 definitions=3.0.0-0606210004

doe john

Has requested the following activity for approval:

External Learning Request: Coaching
Start Date/Time: 7/26/2006
End Date/Time: 7/26/2006

The requestor's comments: This is on my IDP.

You are listed as an approver in the Initial Approval step of the approval process.

Please go to the Approvals section of the SATERN LMS at your earliest convenience to examine this request. If you have any questions about the approval, please contact the learner requesting the activity, or your training coordinator or training office.

Log into SATERN (<https://saturn.nasa.gov>) to review the NF 1735 and approve or deny the request.

★ If you are using a Macintosh, please use the following web browsers:


Safari (version 1.2+) and also Mozilla (version 1.6+).

Mozilla also requires a java plug-in. Refer to the SATERN log-in page for more information.

Plateau Learning Personal Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://nasastg.gpehosting.com/elms/learner/personal/viewPersonalHome.do> Go Links

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Personal Learning Catalog Reports

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Welcome training specialist

6/28/2006

You are logged into the Staging Environment

Attention all users running Mozilla® on Macintosh: Portions of this site may not function properly with your browser. To ensure maximal functionality, please download the following plugin [JavaEmbeddingPlugin 0.9.4](#).


Welcome to SATERN -- NASA's new learning management system! This system is an approved e-Government Initiative, utilizing Plateau software, and providing simplified one-stop access to high quality training products and processes to support learning and development. SATERN provides desktop access to training enrollment and continuous learning for the NASA workforce. NASA is transitioning AdminStar, NORS and SOLAR to this new learning system. Over the coming months, additional functionality will be added. Contact your training office to find out more.

Updates on Additional Functionality in SATERN

--NEW Requesting External Training in SATERN: Civil Servants that wish to request offsite and external training must do so by completing and submitting the electronic NASA Form 1735 (NF-1735) in SATERN. Learners can complete the form and track the automated approval process within SATERN by [clicking here](#). For an explanation on the External Training Process and instructions on how to access and complete the NF-1735, download and view the SATERN Quick Reference Guide for [Offsite and External Training](#).

For assistance, contact the HELP DESK at 1-866-419-6297 or [NASA-satern.support@nasa.gov](mailto:nasa-satern.support@nasa.gov).

Alerts

 **You have learner training approvals»**

Catalog

[View all available instructor-led items»](#)
[View all available online items»](#)
[Browse Catalog»](#)

Learning Plan

There are no relevant

Curriculum Status

There are no incomple

New Items

[MSFC Sensitive But Unclassified Information Awareness Training»](#)

Done

Start Eudor... Meeti... NF173... Plate... Micros... Microsoft Office Microsoft Office Tools 11:53 AM

On your SATERN home page, you will have an Alert message. Click on the colored text to navigate to the Approval screen. You may also click on the Approvals submenu link (under the Personal tab).

Plateau Learning | Personal | Approvals | Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training

NASA SATERN System for Administration, Training, and Educational Resources for NASA

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Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) Training (1)

Training

▼ Internal Training (0)

☒ All ☐ Direct Reports Only

No items were found using this search criteria.

▼ External Training (1)

☒ Enter Reasons for Approvals or Denials ☒ All ☐ Direct Reports Only [Next](#)

User Name	Learner Name	Title	Price (\$)	Type	Action [Approve All/Deny All]
employee1	▶ doe, john d	etc	150.00	External Learning Request	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

Done

Start Eudor... Meeti... NF173... Plate... Micros... Microsoft Office Microsoft Office Tools 12:05 PM


To view the NF-1735, click on the title of the course.

Plateau Learning Personal Approvals Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://nasastg.gpehosting.com/elems/learner/personal/viewApprovals.do?action=training> Go Links

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External Learning Request Details

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Training Request ID: 164
Course Title: etc
Vendor Name: etc
Training Start Date: 8/15/2006 EST
Training Complete Date: 8/15/2006 EST


Request Status: Submitted

External Learning Request Details

View Actual Request

[Printable Version](#) [Edit this Request](#)

External Training Requests

 National Aeronautics and Space Administration		Request, Authorization, Agreement and Certification of Training	Tracking Number 164
Section A - TRAINEE INFORMATION			
1. Applicant's Name doe, john d	2. UUPIC 111333555777999	3. Position Level <input checked="" type="radio"/> a. Nonsupervisor <input type="radio"/> d. Executive	
4. Home Address Add1			

Done

Start Internet Explorer Eudor... Meeti... NF173... Plate... Micros... Microsoft Office Microsoft Office Tools 12:09 PM

To view the NF-1735, scroll through the form.

To make changes, click "Edit this Request".

★ Training Coordinators: You should scroll to the signature block to verify the supervisor name.

Plateau Learning ☐ Personal ☐ Approvals ☐ Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training>

Choose One

Choose One

13. Vendor Catalog / Course Number

14. Training Period
*** Start**

*** Complete**

15. Number Of Course Hours
a. * During Duty:
b. * Non Duty:
c. TOTAL:

16. Are you requesting reasonable accommodations to participate in this course? ☐ Yes ☒ No
List accommodations if needed:

Other:

17. * Credit Hours

18. Estimated Costs (Direct)

	* Amount	Employee Contribution
a. Tuition	<input type="text" value="250"/>	<input type="text" value="0.00"/>
b. Books or Materials	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
c. Other (Specify)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
d. Total	<input type="text" value="250"/>	<input type="text"/>

19. Estimated Costs (Indirect)

	* Amount	Employee Contribution
a. Travel	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
b. Per Diem	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
c. Other (Specify)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
d. Total	<input type="text"/>	<input type="text"/>

*** Comments (Information about vendor/course website, registration forms if needed, etc.)**
The course website is: AnyVendor@company/trainingclass/Sept.html

FOR TRAINING OFFICE USE ONLY

20. Training Codes

a. Purpose <input type="text" value="Choose One"/>	b. Type <input type="text" value="Choose One"/>	c. Type Sub-Code <input type="text" value="Choose One"/>	d. Source <input type="text" value="Choose One"/>
e. Special Interest <input type="text" value="Choose One"/>	f. Academic Credit Code <input type="text" value="Choose One"/>	g. Training Credit Type Code <input type="text" value="Choose One"/>	h. Direct Cost Code <input type="text" value="Choose One"/>
i. Indirect Cost Code <input type="text" value="Choose One"/>	j. Category Code <input type="text"/>	k. Sub-Category Code <input type="text"/>	

Done

Start
Eudora - [In]
Meeting M...
Supr_OUT...
Plateau L...
Microsoft Office
Microsoft Office Tools
Internet
4:27 PM

This is the NF-1735 in “edit mode”.

You may add comments that would clarify or justify the training request.

Section E - APPROVALS		
→ 31. Supervisor 1	Date	Area code/phone
→ 32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone

Note: If you view the NF-1735, **Section E** displays the full approval route. You do not need to fill in this information. The information will automatically be generated by SATERN once you approve the NF-1735.

Plateau Learning Personal Approvals Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training> Go Links


View Actual Request

Request, Authorization, Agreement & Certification of Training

Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields.
Section A: Trainee Information

* = Required Fields

Apply Changes **Cancel**

 Request, Authorization, Agreement and Certification of Training		Tracking Number 166
Section A - TRAINEE INFORMATION		
1. Applicant's Name doe, john d	2. UUPIC 111333555777999	3. * Position Level <input checked="" type="radio"/> a. Nonsupervisor <input type="radio"/> d. Executive <input type="radio"/> b. Supervisor <input type="radio"/> e. Other <input type="radio"/> c. Manager
4. Home Address Add1 <input type="text"/> Add2 <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		5a. * Office Phone - Area code/number etc <input type="text"/> 5b. * Email Address rebecca.d.howlett@nas 5c. * Fax - Area code/number etc <input type="text"/>
5. Organization Mailing Address Org Code <input type="text"/> Addr1 <input type="text"/> Addr2 <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
6. * Position Title/Function <input type="text"/>	6a. * Pay Plan/Series/Grade <input type="text"/>	6b. Education Level SOME COLL-UNDER 1 YR (30 SEM/45 QTR HRS) COMPLETED

Done


Start Eudora - [In] Meeting M... Supr_OUT... Plateau L... Microsoft Office Microsoft Office Tools Internet 4:29 PM

If you make any changes to the NF-1735, click [Apply Changes] to save.

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File Edit View Favorites Tools Help

Address <https://hasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training> Go Links

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External Learning Request Details

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Training Request ID: 164
Course Title: etc
Vendor Name: etc
Training Start Date: 8/15/2006 EST
Training Complete Date: 8/15/2006 EST


Request Status: Submitted

External Learning Request Details

View Actual Request

[Printable Version](#) [Edit this Request](#)

External Training Requests

 National Aeronautics and Space Administration		Request, Authorization, Agreement and Certification of Training		Tracking Number 164
Section A - TRAINEE INFORMATION				
1. Applicant's Name doe, john d	2. UUPIC 111333555777999	3. Position Level <input checked="" type="radio"/> a. Nonsupervisor <input type="radio"/> d. Executive		
4. Home Address Add1				

Done Start Eudor... Meeti... NF173... Plate... Micros... Microsoft Office Microsoft Office Tools 1:08 PM

If needed, a copy of the NF-1735 can be printed from this screen.
Note: After approving an NF-1735, it will no longer be viewable by you.

Section E - APPROVALS		
31. Supervisor 1	Date	Area code/phone
32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone

Note: If you view the NF-1735, Section E – APPROVALS displays the full approval route. You do not need to fill in this information. The information will automatically be generated by SATERN once you approve the NF-1735.

Plateau Learning Personal Approvals Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training> Go Links

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Training Request ID: 164
Course Title: etc
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Training Start Date: 8/15/2006 EST
Training Complete Date: 8/15/2006 EST

Request Status: Submitted

External Learning Request Details

▼ **View Actual Request**

[Printable Version](#) [Edit this Request](#)

External Training Requests

 National Aeronautics and Space Administration		Request, Authorization, Agreement and Certification of Training		Tracking Number 164
Section A - TRAINEE INFORMATION				
1. Applicant's Name doe, john d	2. UUPIC 111333555777999	3. Position Level <input type="radio"/> a. Nonsupervisor <input type="radio"/> d. Executive		
4. Home Address Add1				

Done


Start Eudor... Meeti... NF173... Plate... Micros... Microsoft Office Microsoft Office Tools 1:08 PM

Click the [← Back](#) link to return to the Approval Screen.

Plateau Learning Personal Approvals Pending Reviews and Approvals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training> Go Links

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Training

▼ **Internal Training (0)**

☒ All ☐ Direct Reports Only

No items were found using this search criteria.

▼ **External Training (1)**

☒ Enter Reasons for Approvals or Denials ☒ All ☐ Direct Reports Only [Next](#)

User Name	Learner Name ▲	Title	Price (\$)	Type	Action [Approve All/Deny All]
employee1	▶ doe, john d	etc	150.00	External Learning Request	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip


Click the Approve circle and then click the [Next] button.

Plateau Learning □ Personal □ Approvals & Approval Reasons - Microsoft Internet Explorer

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Address <https://nasastg.gpehosting.com/elms/learner/personal/internalTrainingApprovalSelect.do> Go Links

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Pending Reviews and Approvals [?](#)

Approve or Deny → Approval Reasons

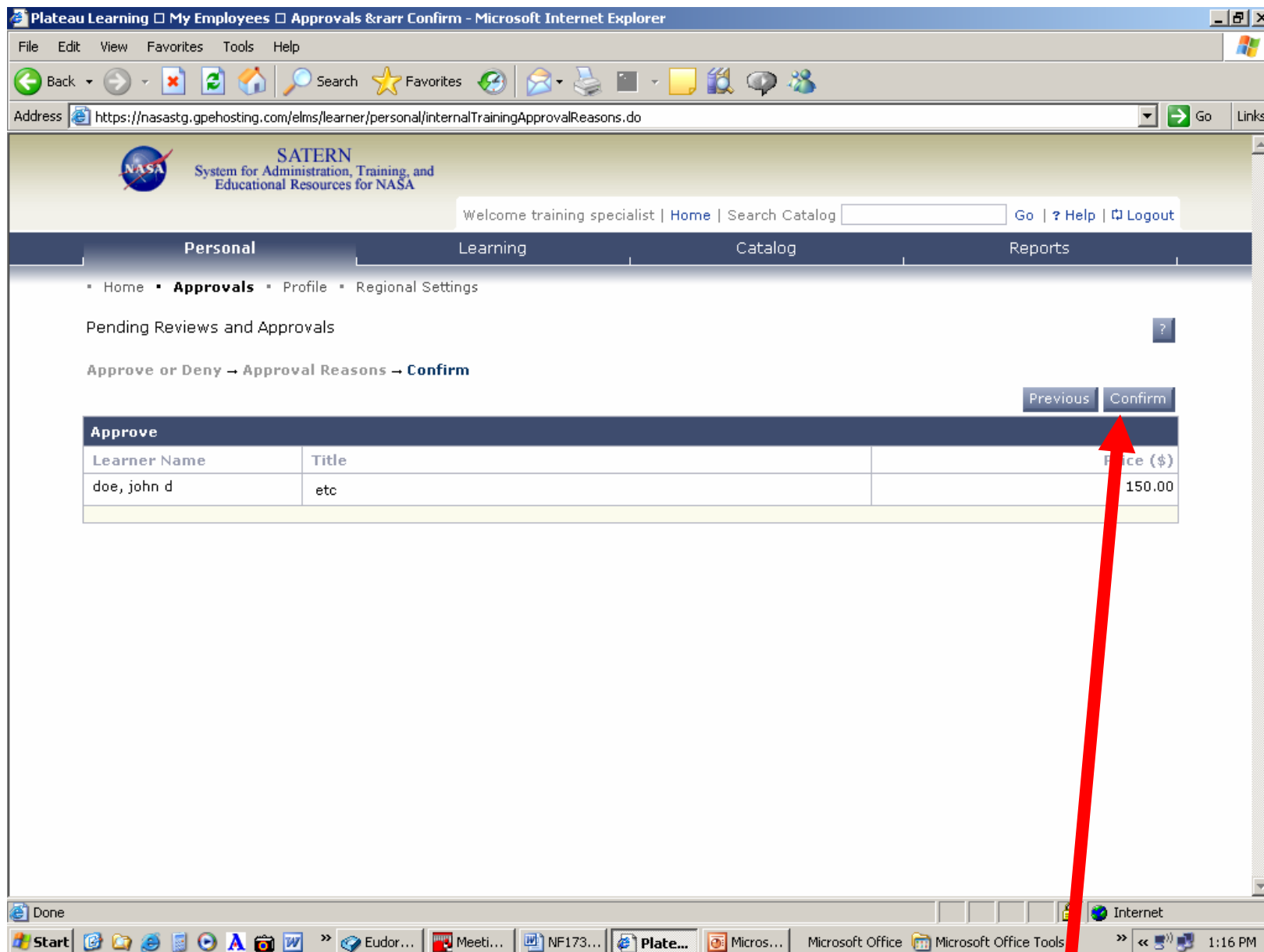
Enter a reason for approving your employee's training request below.

[Previous](#) [Next](#)

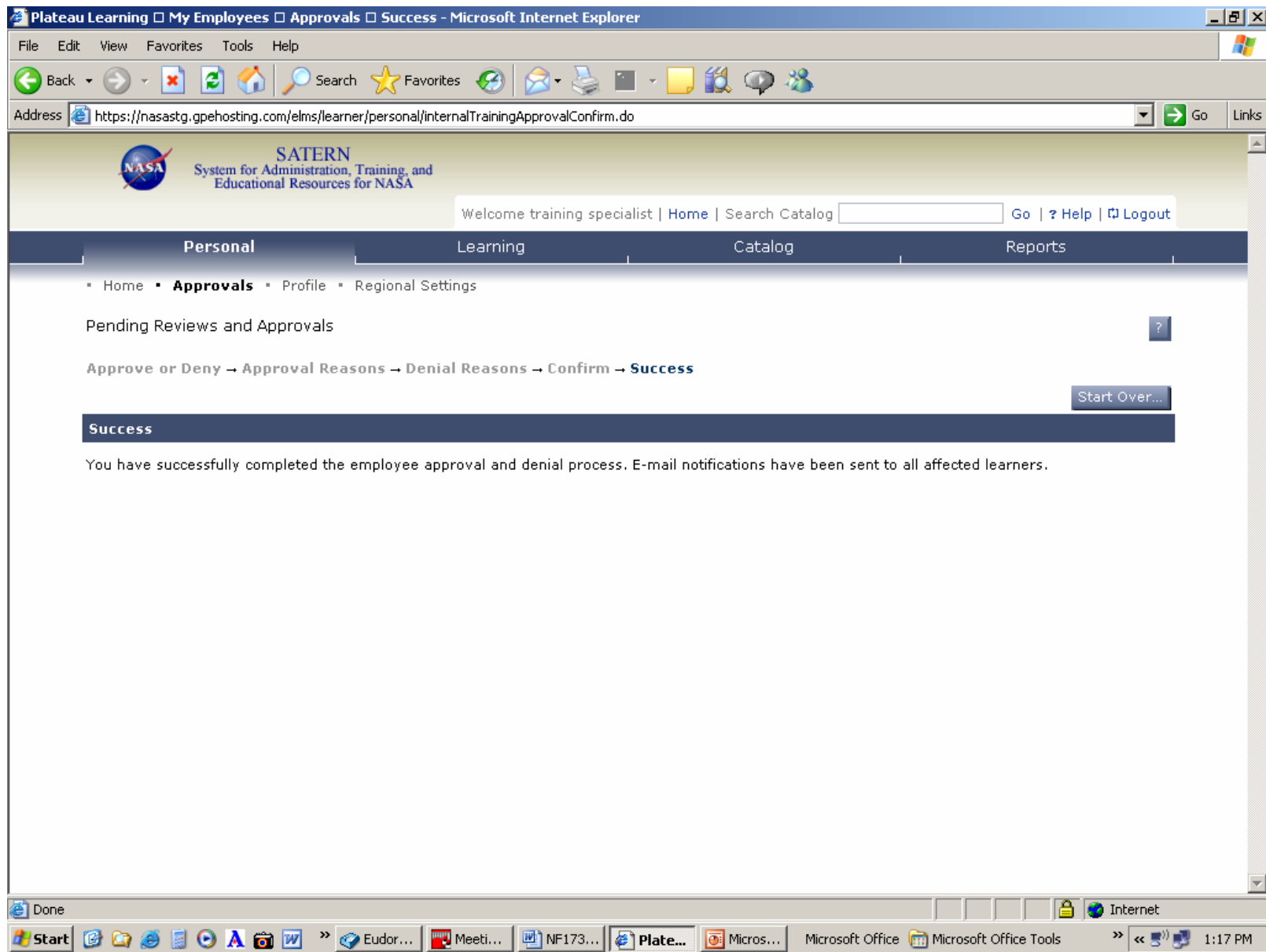
Approval Reasons	
Learner Name and Schedule	Approval Reason (optional)
doe, john d etc	<input type="text"/>

Type in any remarks that you want the employee or the next approver to see. The text will show up on the email notifications sent to approvers. It will not show up on the NF-1735.

Click the [Next] button.



Click the [Confirm] button.



The NF-1735 will now move to the next Approver in the Approval Route.